

## Introduction

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In this appendix you will find a set of keyboard shortcuts for Calc and these allow you to execute commands without using a pointing device, such as a mouse or a trackball. Shortcuts are identified for the Windows, Linux, and macOS operating systems.

When you first install LibreOffice, a default set of Calc keyboard shortcuts is available and these are described in this chapter, assuming no customization. When using Calc, you will discover shortcuts for your common interactions by observing the key sequences identified on the legends of relevant menu options, and in the tooltips of relevant icon buttons. You can also explore a more comprehensive list of available shortcuts by viewing the *Keyboard* tab of the **Tools > Customize** dialog.

The primary purpose of the material in the appendix is to provide a comprehensive reference list of the available keyboard shortcuts, which users can browse to find shortcuts that may be useful in their daily work. Further information about many individual key combinations can be found throughout the chapters of this guide and in the Help system.

You can define your own shortcuts or change existing shortcuts by going to **Tools > Customize > Keyboard** on the Menu bar. See *Chapter 14, Setting up and Customizing*, for further instructions. Some shortcuts cannot be re-assigned and these are identified in the *Keyboard shortcuts that cannot be modified* sections of this appendix.



### Caution

Be careful when reassigning predefined shortcuts. Although you can reset shortcut keys back to LibreOffice defaults, changing common hotkeys, such as *F1* for Help, can cause confusion and frustration, especially if other users share your computer.



### Note

Different Operational Systems may allocate particular keys to operating system functions and, in such cases, those key presses may not perform the Calc functions described in this appendix.

For example, the *F1* function key may be used to put your Windows computer into a sleep / hibernation mode and so cannot be utilized to access the Calc Help system. For some macOS versions, the *Cmd+F5* key sequence is used by macOS to display its VoiceOver dialog and so cannot be used to control the display of Calc's Sidebar. Similarly the *Shift+F11* key sequence may be used by macOS to show its desktop and so cannot be used to access Calc's Save as Template dialog.

Check your computer system's documentation to determine which key presses are used by the operating system and hence cannot carry out Calc functions.

The remainder of this chapter is split into two main sections, one listing the keyboard shortcuts available in the Windows and Linux environments, and the other listing the macOS keyboard shortcuts.

## Windows / Linux keyboard shortcuts

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### Note

Many of the keyboard shortcuts in this section utilize the *Ctrl* key. Some keyboards have two *Ctrl* keys and in that case you may need to experiment to identify which of the two keys to use.